



## ATTORNEY 3

**Class Code: 5795 - Exam Code: 9PB08**

Department(s): Agricultural Labor Relations Board  
Alcoholic Beverage Control Appeals Board  
Board of Equalization  
Board of State and Community Corrections  
Bureau of State Audits  
CA Health & Human Services Agency  
California Coastal Commission  
California Community Colleges Chancellor's Office,  
Board of Governors  
California Department of Human Resources  
California Department of Technology  
California Earthquake Authority  
California Gambling Control Commission  
California Health Benefit Exchange  
California High Speed Rail Authority  
California Highway Patrol  
California Horse Racing Board  
California Prison Health Care Services  
California State Lands Commission  
California State Lottery  
Commission on State Mandates  
Commission on Teacher Credentialing  
Department of Aging  
Department of Alcohol and Drug Programs  
Department of Alcoholic Beverage Control  
Department of Business Oversight  
Department of Child Support Services  
Department of Community Services & Development  
Department of Conservation  
Department of Consumer Affairs  
Department of Corrections & Rehabilitation  
Department of Developmental Services  
Department of Education  
Department of Fair Employment & Housing  
Department of Finance  
Department of Fish and Game  
Department of Food & Agriculture  
Department of Forestry & Fire Protection  
Department of General Services  
Department of Health Care Services  
Department of Housing & Community Development

Department of Industrial Relations  
Department of Insurance  
Department of Managed Health Care  
Department of Motor Vehicles  
Department of Public Health  
Department of Real Estate  
Department of Resources Recycling and Recovery  
Department of Social Services  
Department of State Hospitals  
Department of Toxic Substances Control  
Department of Transportation  
Department of Veterans Affairs  
Department of Water Resources  
Employment Development Department  
Fair Employment & Housing Commission  
Fair Political Practices Commission  
Franchise Tax Board  
Government Operations Agency  
Governor's Office of Business and Economic Development  
Labor & Workforce Development Agency  
Managed Risk Medical Insurance Board  
Native American Heritage Commission  
Office of Administrative Law  
Office of Emergency Services  
Office of Environmental Health Hazard Assessment  
Office of the Inspector General  
Office of Legislative Counsel  
Office of Real Estate Appraisers  
Office of Systems Integration  
Public Employees Relations Board  
Public Employees Retirement System  
Public Utilities Commission  
San Francisco Bay Conservation & Development  
Commission  
Santa Monica Mountains Conservancy  
Secretary of State  
State Air Resources Board  
State Coastal Conservancy  
State Compensation Insurance Fund  
State Controller's Office  
State Council on Developmental Disabilities  
State Energy Resource Conservation & Development  
Commission (CA Energy Commission)  
State Personnel Board  
State Teachers Retirement System  
State Treasurer  
State Water Resources Control Board  
Victim Compensation & Government Claims Board

Opening Date: 9/27/09  
Final Filing Date: Continuous

Type of Examination: Multi-departmental Open  
Salary: Monthly-Ranged-Salary –  
Range A: \$8,032.00 - \$10,305.00  
Range L: \$8,032.00 - \$10,206.00

### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### **WHO SHOULD APPLY?**

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Qualifications Assessment at any time.

**Once you have taken the Qualifications Assessment, you may not retake it for six (6) months.**

### **FILING INSTRUCTIONS**

**Final Filing Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examinations Unit at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

### **ELIGIBLE LIST INFORMATION**

An open, merged eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. **Eligibility expires 12 months after it is established.** Competitors must then retake the Qualifications Assessment to reestablish eligibility.

**Once you have taken the Qualifications Assessment, you may not retake it for six (6) months.**

**Please Note:** The Attorney 3 list may be used by departments to fill vacancies in any of the following classifications:

Deputy Attorney 3, Caltrans  
Deputy Legislative Counsel 3  
Deputy State Public Defender, Range C  
Industrial Relations Counsel 3 (Specialist)  
Labor Relations Counsel 3  
Public Utilities Counsel 3, Public Utilities Counsel  
Real Estate Counsel 3 (Specialist)  
Senior Board Counsel, Agricultural Labor Relations Board  
Senior Commission Counsel (Specialist), Fair Political Practices Commission  
Senior Corporations Counsel (Specialist)  
Senior Fair Employment and Housing Counsel (Specialist)  
Senior Public Employment Relations Counsel  
Tax Counsel 3 (Specialist)

#### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

#### **MINIMUM QUALIFICATIONS**

**All applicants must have membership in The California State Bar.** (Applicants who are not members of The California State Bar but who are eligible to take The California State Bar examination or are in their final year of law school will be admitted to the examination, but will not be considered eligible for appointment until they are admitted to The State Bar.)

**Six years of legal experience in the practice of law\*.** (Applicants will be admitted upon completion of five and one-half years of legal experience, but must complete six years of such experience before they will be eligible for appointment.)

**\*Experience in the “practice of law” or “performing legal duties” is defined as:** (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California’s state courts, or any other state’s courts, to constitute experience in the “practice of law”. For an individual’s judicial clerkship to qualify as experience in the “practice of law” or “performing legal duties”, the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

#### **POSITION DESCRIPTION**

This class is distinguished from the lower level Attorney class by the level of difficulty of assignments given to attorneys and the expertise which the attorney brings to these assignments. Attorneys 3 work with broad discretion and independence with minimum supervision and are expected to be experts in the more complex area of the law within a departmental legal program.

An Attorney 3 does not supervise lower level attorney staff, but may act in a lead capacity.

#### **EXAMINATION INFORMATION**

##### **Online Qualifications Assessment – Weighted 100%**

The examination will consist solely of a Qualifications Assessment. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Qualifications Assessment process.

[Click here to preview the Qualifications Assessment.](#)

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's Knowledge and Abilities, as stated on this bulletin.

## **KNOWLEDGE AND ABILITIES**

### **QUALIFICATIONS ASSESSMENT SCOPE:**

#### **Knowledge of:**

1. Available research sources, both printed and electronic, to complete legal research, including what types of material they contain, where they are located, and their breadth, depth, and relative strengths and weaknesses (e.g., primary legal texts, secondary legal texts, and electronic databases).
2. How to conduct legal analysis (e.g., issue-spotting, rule analysis, and applying law to facts) to ensure relevant issues and information are identified and correlated with applicable law, and to aid in predicting the legal outcome.
3. Proper citation formats to identify relevant authority.
4. Professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
5. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, and free of errors.

#### **Ability to:**

1. Communicate effectively in writing in a courteous, professional manner with a variety of individuals taking into consideration their needs and using tone, vocabulary, format, and grammar appropriate to the circumstance.
2. Express facts, ideas, and legal arguments in succinct, organized, and accurate reports, correspondence or other job related documents (e.g., legal opinions and arguments, statutory proposals, proposed regulations, requests for discovery, responses to discovery requests, position papers, and correspondence).
3. Independently prepare clear and effective persuasive legal documents (e.g., briefs, motions, and pleadings).
4. Independently prepare clear and effective technical and analytical legal documents (e.g., contracts, settlements, stipulations, memoranda, determination letters, and regulations).
5. Independently produce effective written communication of legal principles, facts, and position(s) for various audiences and forums.
6. Edit written documents for accuracy and effectiveness.
7. Review and/or finalize work products produced by clients, para-professionals, and/or other attorneys.
8. Properly identify legal and procedural issues in assigned matters.
9. Generate and implement solutions to successfully address the issues in assigned matters.
10. Apply the principles and practices of properly conducted legal research, such as ensuring law is current (e.g., "Shepardizing") and checking for recent amendments to statutes.

11. Determine the appropriate amount of time to complete research/investigation.
12. Address necessary details in order to perform work in an accurate, complete, and thorough manner.
13. Assimilate and prioritize large amounts of information and connect that information to one's existing knowledge-base in order to formulate theories and conclusions.
14. Analyze and respond to legal arguments.
15. Analyze information to detect potential logical, legal, and/or factual flaws in arguments or assumptions.
16. Use computers to create documents, conduct research, and communicate appropriately with others.
17. Plan the development of a project, case, or matter.
18. Interview individuals (e.g., potential witnesses, experts) to ascertain relevant factual information.
19. Evaluate the strengths and weaknesses of an individual during an interview or deposition in order to evaluate their potential contribution to the case or matter (e.g., as a witness, consultant, or source of information).
20. Identify and prioritize critical issues to effectively allocate resources to resolve the question or matter.
21. Locate relevant or useful information from a large volume of documents.
22. Summarize relevant facts in order to capture the key points and implications.
23. Exercise sound judgment in decision making.
24. Identify and apply relevant substantive areas of law that apply to public entities (e.g., due process, privacy, and record disclosure laws).
25. Read and comprehend a variety of difficult materials such as local, state, and federal law; critical analyses; dissertations; position papers; technical treatises, etc.
26. Read and comprehend legal documents (e.g., contracts, statutes, regulations, legal rulings, and case law).
27. Negotiate legal issues (e.g., settlements, admissibility of evidence) on behalf of the client and/or agency.
28. Orally communicate information effectively, convincingly, and accurately.
29. Present cases before State and Federal Courts, and administrative agencies or forums.
30. Orally communicate legal principles, facts, and position(s) to various audiences and forums.
31. Treat others with respect, courtesy, and tact.
32. Work independently with minimal contact or reinforcement from supervisors and colleagues while producing high quality work products and meeting deadlines.
33. Interact with and relate effectively to individuals at all levels of an organization.
34. Work collaboratively with others in a team environment.
35. Apply professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
36. Successfully assist with or complete multiple projects within appropriate time frames while maintaining a high level of work performance.
37. Handle changes in deadlines, assignments, and clients changing their minds.
38. Be flexible and handle unexpected developments such as administrative obstacles and external events that impact current work assignments.
39. Quickly integrate new issues and information with existing knowledge to formulate conclusions.
40. Maintain confidentiality and exercise discretion in the dissemination of information.

**Skill to:**

1. Professionally communicate one's views and opinions on work issues even when they may be different from those expressed by others.
2. Communicate with individuals who are reluctant, afraid, anxious and/or uncooperative, and whose input and/or participation may be needed to complete a work assignment.
3. Listen to others to facilitate an open exchange of ideas and provide for effective communication.

**BENEFITS**

- Employer/employee paid health and dental insurance
- Employer paid vision insurance
- Paid Vacation/Sick/Annual Leave Benefits
- 12 paid holidays
- Employer paid disability insurance
- Defined Benefit Retirement Program (upon vesting)
- Employee paid deferred compensation program (401K and 457)
- Flexible work schedules and work hours
- Pre-tax reimbursement for medical care, child care, and parking programs
- Employee Assistance Program
- Career development/professional advancement
- Bar dues paid

**VETERANS' PREFERENCE**

VETERANS' PREFERENCE: Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification.

**CAREER CREDITS**

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

**CONTACT INFORMATION**

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources

Attn: Examination Services

1515 "S" Street, Ste. 400

Sacramento, CA 95811

1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

**GENERAL INFORMATION**

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, and local offices of the Employment Development Department.



**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources (CalHR)** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification [here](#).

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

**Bulletin Revision Date: 11/3/16**



**When you click the link below, you will be directed to the Qualifications Assessment. At the end of the Qualifications Assessment, it will be instantly scored.**

**[Click here to go to the Qualifications Assessment.](#)**